



**MINUTES OF THE REGULAR BUSINESS MEETING OF THE
CIVIL SERVICE COMMISSION
JANUARY 10, 2013**

CALL TO ORDER

The Regular Meeting of the Civil Service Commission was called to order at 5:35 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Thursday, January 10, 2013.

ROLL CALL

COMMISSION MEMBERS PRESENT:

William Sendt, Chairperson
Raphael Courtney, Vice-Chairperson
Leslie Coyote, Commissioner
Fred Puhn, Commissioner

COMMISSION MEMBERS ABSENT:

Marcus Bush, Commissioner
 (Arrived late at 6:10 pm)

STAFF PRESENT:

Stacey Stevenson, Director of Administrative Services
Lilia Muñoz, Human Resources Technician

REPRESENTATIVES PRESENT:

None

SALUTE TO THE FLAG

Commissioner Puhn led the pledge of allegiance to the flag.

PUBLIC COMMUNICATIONS

None

APPROVAL OF MINUTES

Regular Meeting of May 10, 2012

Chairperson Sendt noted a typographical error in the minutes, under Reports for File. Director Stacey Stevenson informed him that it would be corrected before filing.

Action: Motion made by Coyote, seconded by Courtney, and unanimously carried to approve the regular meeting minutes of May 10, 2012.

REPORTS FOR FILE

Personnel Report Report of Vacancies

Vice-Chairperson Courtney had a question regarding the 14 Firefighter budgeted positions versus the unfunded vacant positions. Director Stacey Stevenson explained that the 14 Firefighter budgeted positions reflect the funded positions that the department has authorization to fill and that the unfunded positions are separate from the budgeted positions.

Chairperson Sendt had a question regarding the Management Analyst II position that was opened, and if it was filled. Director Stacey Stevenson replied that the position was opened for the City Manager's Office and had not been filled. She further explained that the City Manager decided to leave the Assistant City Manager position vacant and instead fill the Management Analyst III position with a Management Analyst II.

Action: No Motion made; however were approved to accept and file the Personnel Report and the Report of Vacancies as presented to the Commission.

UNFINISHED BUSINESS

Vice-Chairperson Courtney reminded staff on the certificates for Mr. Cano and Ms. Camacho that Chairperson Sendt had requested. Director Stacey Stevenson replied that she believes they were completed, but would follow-up with the Mayor's Office.

NEW BUSINESS

Discussion: Commission Priorities for 2013

Director Stacey Stevenson asked the Commission for any issues that they wanted to address this year. She suggested the creation of Bylaws, which the Commission agreed to. Director Stacey Stevenson would provide a report at the next regular meeting.

ELECTION OF OFFICERS

Due to the absence of Commissioner Bush, Chairperson Sendt recommended to table the item until the next regular meeting in order to have full Commission input.

Action: Unanimously agreed to postpone the election of officers until the next regular meeting during which all Commissioners would be present.

STAFF COMMENTS

Director Stacey Stevenson provided the Commission a copy of an Ordinance pertaining to City Boards, Commissions and Committees that is going to the City Council. She also provided them information on the current City budget situation, Redevelopment dissolution and the Pension Reform Act. Discussion ensued.

COMMISSIONER COMMENTS

Commissioner Coyote expressed her interest in having training, and requested a schedule of meetings for 2013. Director Stacey Stevenson will email the Commission the schedule. Commissioner Puhn introduced himself to the Commission. Commissioner Bush apologized for being late.

ADJOURNMENT

Action: Motion made by Courtney, seconded by Bush, and unanimously carried to adjourn the regular meeting at 6:27 p.m., Thursday, January 10, 2013, to the next regular meeting of the Civil Service Commission on Thursday, March 14, 2013, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950.



CHAIRPERSON

3/14/13

DATE APPROVED

Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.